

**Van Buren County Brownfield Redevelopment Authority
Regular Meeting Minutes
August 14, 2019**

**Board of Commissioners Room, 2nd Floor Administration & Land Services Building,
219 E Paw Paw St, Paw Paw MI 49079**

1. Call to Order and Determination of Quorum

At 3:30 pm, by Chairperson Lisa Phillips, with attendees/absentees/quorum status as follows:

Board Members Present (6): Chair Lisa Phillips, Gail Patterson-Gladney, Cynthia Compton, Kate Hosier, Katie Strohauser and Dr. Patrick Creagan; **Board Members Absent and Excused (3):** Vice-Chair Jan Petersen, Sarah Moyer-Cale, Zachary Morris; **Board Vacancies: (0).** A quorum (6 of 9) is initially present.

Others present: Secretary-Treasurer Wayne Nelson; Environmental Consultant Erik Peterson; Marketing Consultant Pamela Jackson; Erica Bates of EGLE; Executive Director Diane Rigozzi of applicant Senior Services of Van Buren County; Sarah and John Braganini of applicant Slate Stone LLC.

- 2. Approval of Agenda--**The Chair's prepared agenda was slightly modified and approved by unanimous consent.
- 3. Approval of Minutes of Regular Meeting held July 10, 2019--**Motion by Creagan, supported by Patterson-Gladney, to approve the minutes of the Regular Meeting held July 10, 2019. Approved by a vote of 6-0.
- 4. Public Comment—**None
- 5. Correspondence—**None
- 6. Secretary-Treasurer's Report**
- a. Nelson presented a written report with verbal comments.

- b. The following invoices were presented for approval:

<i>Amount</i>	<i>Vendor</i>	<i>Invoice #</i>	<i>Invoice Date</i>	<i>Reason</i>
\$ 650.00	Envirologic Technologies Inc	05697	2019-08-07	Community Outreach
9,233.77	Envirologic Technologies Inc	05696	2019-08-07	61072 68th St, Phase II ESA
\$ 9,883.77	Envirologic Technologies Sub-Total			
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\$ 9,883.77	Total of All Invoices			

Motion by Compton, supported by Hosier, to approve payment of the foregoing invoices totaling \$9,883.77. Approved by a vote of 6-0

7. New Business—

- a. **804 S Kalamazoo Street—** Erik Peterson presented a project application and introduced Sarah and John Braganini, Members of applicant Slate Stone, LLC, a newly created Michigan LLC formed to own and redevelop the site. The proposal is for environment assistance for Phase II ESA, BEA & Due Care Compliance, and a Brownfield Plan. Motion by Hosier, supported by Compton, to receive the application and to approve Work Order #27 for a budget amount of \$21,950.00 against the Petroleum Assessment Grant to the extent possible, otherwise against the Hazardous Substances Grant, subject to receipt of a signed Development Agreement and the required application fee. Approved by a vote of 6-0.

- b. 08337 M-140 Hwy**—Erik Peterson presented a project application and introduced Diane Rigozzi, Executive Director of applicant Senior Services of Van Buren County, Inc., a Michigan non-profit corporation that operates programs and services for seniors in the county. The application deals with a parcel that Senior Services has an agreement to purchase as their new headquarters facility in South Haven Charter Township. A use of EPA Grant funds is requested. Motion by Hosier, supported by Patterson-Gladney, to receive the application and to approve Work Order #26 for a budget amount of \$3,000.00 against the Petroleum Assessment Grant to the extent possible, otherwise against the Hazardous Substances Grant, subject to receipt of a signed Development Agreement, and waiving the normal application fee since the applicant is a non-profit that performs government-type services. Approved by a vote of 6-0.

8. Old Business

- a. EPA Grant Status**—Nelson presented and distributed a new EPA Grant status report in a format that is both easier to view and integrated with the county's accounting system. A summary is as follows:

<i>Item</i>	<i>Hazardous Substances Portion</i>	<i>Petroleum Assessment Portion</i>	<i>Total of Both Portions</i>
Cash Drawn from EPA	\$ 95,899.29	\$ 59,934.20	\$ 155,833.49
Available for Draw	3,273.04	6,610.73	9,883.77
Total Invoiced	\$ 99,172.33	\$ 66,544.93	\$ 165,717.26
Committed But Not Invoiced	20,252.67	16,280.07	36,532.74
Commitment Pending	3,000.00	21,950.00	24,950.00
Uncommitted Budget	77,575.00	95,225.00	172,800.00
Total Grant Award	\$ 200,000.00	\$ 200,000.00	\$ 400,000.00

- b. 61072 68th Street in Hartford Township**—Erik Peterson reported that all field work is complete, and that final documentation is being prepared.
- c. 99 Walker Street in Lawton**—Erik Peterson reported that there is a continued delay due to the owner/developer not having finalized a contractor for the project.
- d. City of South Haven HOMES Project**—Erik Peterson indicated completion of the project, and that final reporting was furnished to the EPA and the Secretary-Treasurer.
- e. 67902 Red Arrow Highway, Hartford Township**—Erik Peterson reported that the new EGLE Grant and Loan application remains in process, and that a possible application for an EGLE Recycling Grants is in evaluation and planning. Erica Bates stated she is aware of the application and is monitoring.
- f. 05585 Blue Star Highway, South Haven Charter Township**—Erik Peterson reported continuing but slow progress on a Brownfield Plan with some issues regarding township site plan approval.
- g. EPA Grant Extension Request**—There is a need to request a one-year extension to our EPA Grants, scheduled to expire 9/30/2019. Motion by Hosier, supported by Patterson-Gladney, to formally submit a request to the EPA for a one-year extension for each of our current grants under Agreement BF-00E2005-0, to extend the grant expiration from 9/30/2019 until 9/30/2020, and direct and authorize the BRA Officers to submit and sign any necessary documents for this purpose. Approved by a vote of 6-0.
- h. Board Member Departs Meeting**--Board Member Katie Strohauer departed the meeting at 4:50 pm. A quorum (5 of 9) remains.

- i. **Community Outreach**—Pamela Jackson reported that a mass mailing for owners of problematic sites had been completed. Pamela also announced that she has reserved the semi-private meeting room at Paw Paw Brewing Company for our September 11 meeting and board retreat, and that invitations would be extended to our EPA liaison and other interested individuals. Motion by Hosier, supported by Patterson-Gladney, to modify the 2019 Regular Meeting Schedule to reflect the location change for September 11, and to direct the Secretary-Treasurer to repost the revised schedule physically and on the website. Approved by a vote of 5-0.

9. Current Brownfield Plans Update

- a. **Mattawan Commercial**—The developer continues to attempt to find a tenant for the project.

b. **Paw Paw Brewing—Final Reports/Closeout**

A review by the EGLE staff was received and confirmed that a refund to the state for unused loan funds of \$3,667.46 was due. That amount was paid to the state in July.

10. Adjournment

There being no additional business, Chairperson Phillips adjourned the meeting at 5:05pm.



Wayne Nelson, Secretary-Treasurer
Van Buren County Brownfield Redevelopment Authority

Acronyms used in BRA Minutes:

Acronym	Type	Meaning
BRA or VBCBRA	Agency	Van Buren County Brownfield Redevelopment Authority
EPA	Agency	U. S. Environmental Protection Agency
EGLE (formerly MDEQ)	Agency	Michigan Department of the Environment, Great Lakes , and Energy (formerly Michigan Department of Environmental Quality)
MEDC	Agency	Michigan Economic Development Corporation
VBC	Agency	Van Buren County
VBCBOC	Agency	Van Buren County Board of Commissioners
BEA	Environmental Term	Baseline Environmental Assessment
DDCC	Environmental Term	Documentation of Due Care Compliance
ESA	Environmental Term	Environmental Site Assessment (as in Phase II ESA)
QAPP	Environmental Term	Quality Assurance Project Plan